



EMPLOYEE ASSISTANCE

SCOPE

This guideline shall apply to all agreements entered into by the Stoney Point Fire Department.

PURPOSE

The purpose of this guideline is to identify the compensation available to members of Stoney Point Fire Department.

DEFINITIONS

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

Employee Assistance Program (EAP)

SPFD Members/employees and their immediate household members may use our EAPs to help manage issues that could adversely impact their work and personal lives. Mrs. Clarkie Johnson our EAP counselor typically provide assessment, support, and if needed, referrals to additional resources, thru our Primary Occupational & Health Provider US Health Works . The issues for which our EAP provides support vary, but examples include

- [substance abuse](#)
- [safe working environment](#)
- [emotional distress](#)
- major life events, including births, accidents and deaths

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- [health care](#) concerns
- financial or legal concerns
- family/personal relationship issues
- work relationship issues
- concerns about aging parents

The SPFD is committed to assisting all members with any problem relating to the above listed categories. Our EAP's services are usually free to the employees, having been pre-paid by the SPFD. In many cases, we referred our employees to local available resources dealing with the issues listed above. Many of our local resources have skilled employees that specialize in the areas listed above and can further assist our employees, while at the same time maintaining confidentiality in accordance with privacy laws and professional ethical standards. It is our policy not to publicize which employee's or members are utilizing the EAP, unless there are extenuating circumstances and the proper release forms have been signed. In some rare circumstances, an SPFD employee may be advised by management to seek EAP assistance due to job performance or behavioral problems.

Participation in any program offered by or thru US Health Works should not affect membership or career advancement nor will it protect the employee from disciplinary action for continued substandard job performance.

The SPFD will adhere to federal and department policy on records involving these programs. Furthermore, any member who experiences trauma, death, or general sorrow may request, through their supervisor, an opportunity to discuss their situation with a Critical incident Stress Representative or Management Team. The Fire Chief will set up Critical Incident Stress Management after all incident that involve exceptional trauma and death during an incident call involving our members and the Critical Incident Stress Management Program shall be utilized for incidents including fatalities, mass casualties, or injuries of Fire Department personnel when the situation indicates psychological stress as indicated in Policy 7A.032.

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